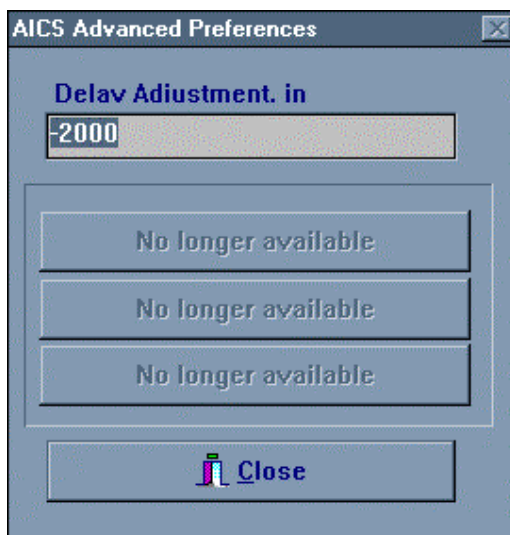


Workstation Identifier

Each workstation is assigned a workstation identifier, this is a single uppercase alpha from A to T used as part of file names of images automatically saved by the AICS Scanning Work Center. If the workstation is part of a PC network and images are saved to network drives, this is the only way to identify the source of the image. The default value is "A".

AICS Advanced Preferences

These parameters are accessed by clicking the Advanced button on the Preferences screen.



Delay Adjustment

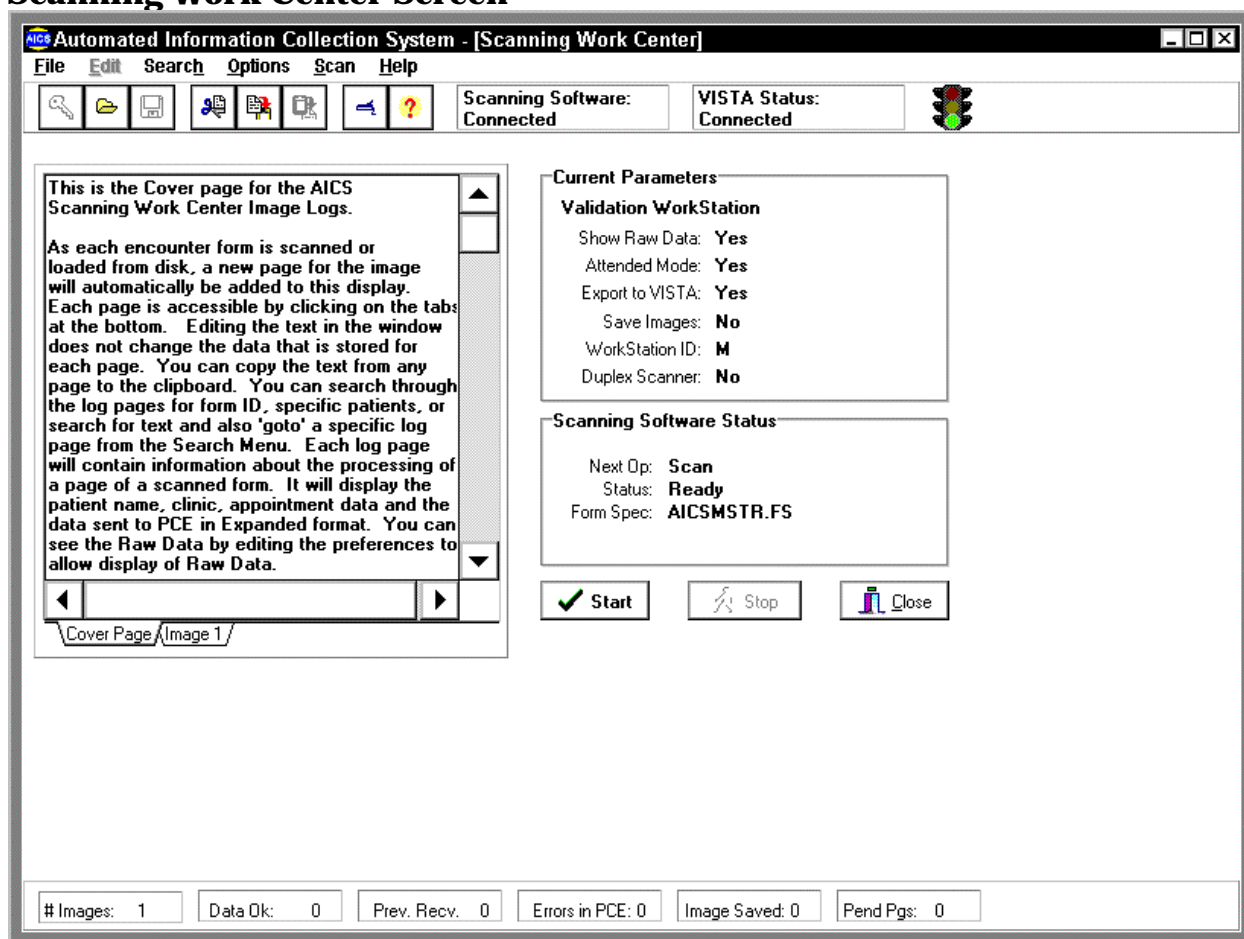
Adding a delay adjustment adds the number of milliseconds specified to the time the AICS Scanning Work Center waits for Paper Keyboard to load the form spec files. During installation, the value on the milliseconds delay field is set to minus 2000 (-2 seconds). This should improve the speed of scanning but may cause the scanning process to hang, and you must go to the file menu and click on restart scanning.

If you experience a problem with the automated processing of forms stopping, it may be necessary to change the delay adjustment. Adding a number of 1000 causes an additional delay of one second for each form. Increase this setting in increments of 1000 and test the form again. Repeat this process until the problem is resolved or the maximum number (30,000) is reached. If this does not solve the problem, restore the delay adjustment to its original value.

Scanning Work Center


Scanning is performed via the main Scanning Work Center screen shown below. From here you can see the settings of the current parameters being used (please see AICS Parameters), the status of Paper Keyboard, and data from the form currently being used. There are a number of menus and options that can be accessed from this screen, many of them are accessed via speed buttons on the tool bar. In addition, a few of the most common processing statistics are displayable at the bottom of the screen.

Scanning Work Center Screen



To start Scanning, click on the Start button. Processing should then proceed according to the workstation preferences. The Stop button will allow for interruption of processing. When processing more than one form at a time, a new page is added to the scanning work center for each page scanned. The processing steps and results of scanning are displayed for each form.

Statistics Screen

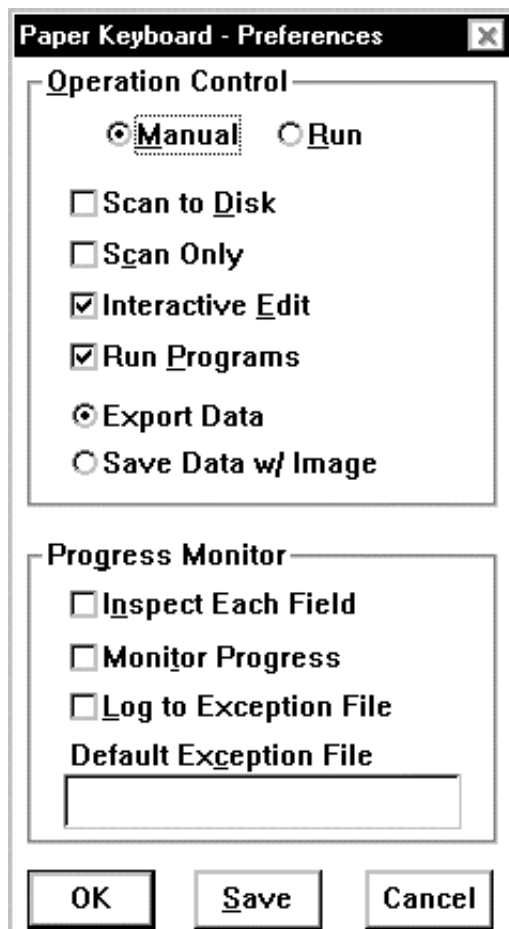
Scanning Workstation Statistics			
Images Processed		Images Saved	
Total Images Processed:	1	No. Auto Saved:	0
Not Scannable Pages:	0	No. Require Validation:	0
Form Specs Retrieved:	0	No. Unrecognized:	0
Cancelled/Not Processed:	0		
Data Results		Processing Times	
No. Forms Sent Okay:	0	Total Processing Time:	0
No. Forms Sent w/Errors:	0	Ave. Processing Time:	0.00
No. Pgs Previously Rec:	0	Fastest Page:	0
No. Forms Pending Pgs:	0	Slowest Page:	0
No Checks on Form:	0		
 OK			

The statistics screen displays the full set of statistics maintained on the AICS Scanning Work center. These statistics apply only to the current session and are not currently maintained historically.

Paper Keyboard

You will interact with Paper Keyboard in a number of ways. Primary interaction will be during interactive edit of forms. Paper Keyboard recognizes each field with a confidence level. If the confidence level is below that specified in the form spec you are prompted to verify the result. **TAMPERING WITH THE CONFIDENCE LEVEL WILL UNDERMINE THE INTEGRITY OF THE SOFTWARE.** In addition, the selection rules specified in forms design are enforced by the form spec file. If the primary provider field has a selection rule of exactly one and two bubbles are checked, then Paper Keyboard will prompt you to resolve the discrepancy.

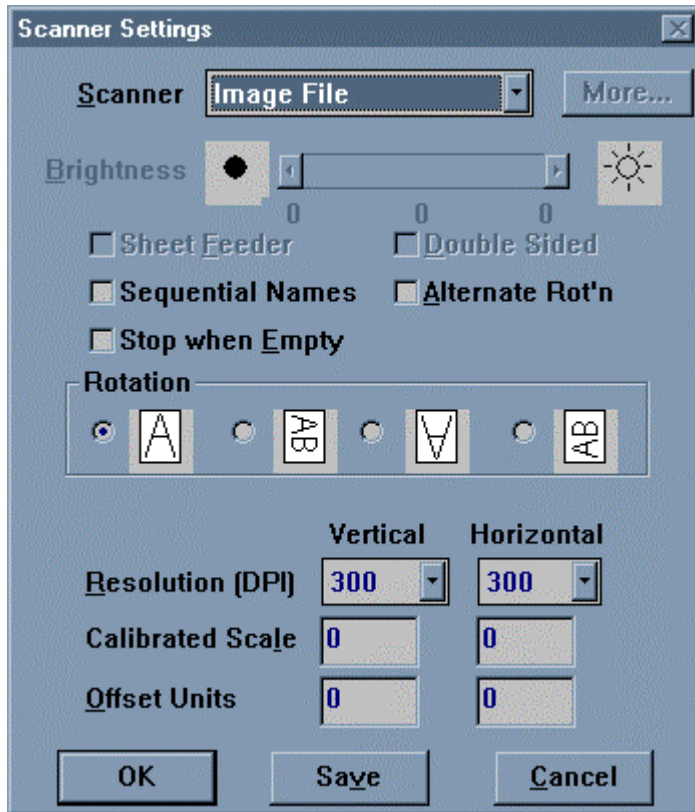
On the View menu are several parameters. Show Bounds and Auto Scroll, should be checked. The Actual size magnification should work fine, though you might want to change it.



Preferences Screen

This screen is accessed by selecting Preferences on the Edit menu.

Operational Control should be Manual. Run Programs, Interactive Edit, and Export Data should be checked.



The Scanner Settings option found on the Edit Menu can be used to calibrate the scanner. Instructions on calibration can be found in the online Help. However, scanner calibration should not be necessary.

Forms that have been copied by a copier will probably not be scannable. Because it is nearly impossible to copy a page exactly square, there is significant probability that Paper Keyboard will not find the anchors of the form. In addition, each time a page is copied there is some distortion of the image. This distortion can also cause misreading of the data on the form.

Exception Handling

There are three areas where exception handling comes into play, on the workstation during scanning, on the AICS Server, and while PCE attempts to store the data. The most common types of exceptions will be those returned by PCE for missing or inaccurate data. These exceptions are stored by PCE and the fact that an exception occurred is stored in the FORMS TRACKING file. Errors that occur in the AICS Server software generally are due to data base problems where items cannot be resolved. Partial data may be passed to PCE. Both PCE and AICS errors are stored in the AICS ERROR LOG file (#359.3) and can be printed from the server and viewed on the client.

Generally, if a condition exists during scanning and recognition that causes the recognition of a form to fail in Paper Keyboard, the image is stored and named as described above. These images can then be reloaded into Paper Keyboard and an attempt made to resolve the problem. If the problem cannot be resolved, Paper Keyboard supports printing of the image so that data entry can be performed via any of the existing manual options.

Problem Solving

Scanning Error and Warning List

AICS Scanning Error and Warning List

Select Date/Time	Form ID:	Patient Name	Appointment Date/Time	Form Tracking ID	Form Definition	Source	Form Name	User Name	Error/Warning Message
SEP 26, 1997@11:55:27	100	SKINNER,ALAN A		100	16	AICS	MARYELLEN TE	RHODES,CHRISTINE	Warning: During scanning of Form ID: 100 the recognition was canceled in Paper Keyboard. This form
SEP 22, 1997@14:13:59	78								
SEP 22, 1997@13:35:04	0								
SEP 22, 1997@13:34:25	343245								
SEP 22, 1997@13:33:26	343245								
SEP 22, 1997@13:32:17	51659								
SEP 22, 1997@11:21:21	78								
SEP 22, 1997@11:17:24	318039								
SEP 22, 1997@11:05:17	318039								
✓ SEP 08, 1997@16:56:39	712								

Select List

- ☒ All Errors/Warnings
- ☐ My Error/Warnings
- ☐ Only My Error/Warning Today
- ☐ All My Uncorrected Errors
- ☐ All Uncorrected Errors

Error List / No Encounter Data Available

Buttons: Close, Save, Error/Warning Reviewed/Corrected

AICS has the ability to track interruptions to the processing of data that might occur as well as warnings and errors that the data may cause. The interruptions may occur on the VISTA Server in PCE, in AICS, or the interruptions may occur on the Scanning Work Center. These interruptions, errors, and warnings are stored in the AICS ERROR AND WARNING LOG file on the VISTA server.

The List Errors menu bar command allows you to list the entries in the AICS ERROR LOG file and to display the stored information. In addition you can check that an entry has been reviewed and/or corrected as needed. You can then save that entry in VISTA. On the VISTA Server the option to List Errors will print only those errors that have not been corrected. On the AICS Scanning Workstation the List Errors menu bar command can list "All of my Errors Today", "All of my Errors" or "All Errors" and will list most recent errors first. Only 10 errors are added to the list at a time. If more errors are available the MORE button will become enabled and you can retrieve 10 more entries with each click.

Each error is associated with a Dialog entry. This forms an error number that is stored in the AICS ERROR AND WARNING LOG file. The error number is normally viewable in the error description. See Resolving Errors in the online help for a listing of errors and their resolution.

Data on File in PCE

Data On File in PCE

Look Up By

☒ Patient

☐ Form ID

Select Patient Name:

SKINNER,ALAN A 555445678

Select Appointment Date/Time

997@09:30 ENCOUNTER FORM TEST

OK

Close

The following data was found:

Qualifier	Type	Value	Narrative	Source
PRIMARY	Encounter	Sep 02, 1997	ENCOUNTER FORM TEST, SC := Y	SCHEDUL
Primary	Provider		WHELAN,ROBERT	IB ENCOU
Primary	Diagnosis	706.2	Cyst, epiderm/sebaceous	IB ENCOU
	Procedure	99201 x1	Brief Exam (1-15 Min)	IB ENCOU
	Procedure	11040 x1	DEBRIDE SKIN PARTIAL	IB ENCOU

The Show Data in PCE can be used to display the data that is on file in PCE for a patient encounter. The data can be looked up two ways. You can enter an encounter form ID and all data for the encounter will be displayed regardless of the source of the data. You can also choose to lookup the data by patient and appointment date/time. Currently a lookup by patient date/time does not allow lookup of data associated with stand alone encounters.